



Run GL inquiry

Table of Contents

Run GL inquiry i

Run GL inquiry

Grants and Projects > Inquiry > GL Inquiry

This page is used to perform inquiries for specific grant/project codes for the entire grant period regardless of the file ID.

Inquiry > GL Inquiry
Grants

GL INQUIRY

Retrieval Options

Exclusions

Exclude Objects 61XX

Exclude Accounts with No Transactions

Description

Reason

Vendor Name

Grant/Project Code: :

| | | | | | | | | | |
|--|---------------------------------|-----------------------------------|---------------------------------|----------------------------------|--|--------------------------------|---------------------------------|---|--------------------------------------|
| <i>Fund</i> | <i>Func</i> | <i>Obj</i> | <i>Sobj</i> | <i>Org</i> | <i>-----Prog-----</i> | | | | |
| Account Code: <input type="text" value="XXX"/> | <input type="text" value="XX"/> | <input type="text" value="XXXX"/> | <input type="text" value="XX"/> | <input type="text" value="XXX"/> | <input type="text" value="X"/> <input type="text" value="XX"/> | <input type="text" value="X"/> | <input type="text" value="XX"/> | <input type="button" value="Retrieve"/> | <input type="button" value="Reset"/> |

| Detail | Account Code | Description | Rtzd Rev | Encum | Expenditure | Balance |
|-----------------------|---------------------------|-------------------------------|-----------|-------|-------------|------------|
| <input type="radio"/> | 211-00-1110.00-000-200000 | CASH AND TEMPORARY INVESTMENT | 0.00 | 0.00 | 0.00 | -5,393.58 |
| <input type="radio"/> | 211-00-1110.00-001-200000 | CASH AND TEMPORARY INVESTMENT | 0.00 | 0.00 | 0.00 | 0.00 |
| <input type="radio"/> | 211-00-2110.00-000-200000 | TRADES PAYABLE 87-88 | 0.00 | 0.00 | 0.00 | 0.00 |
| <input type="radio"/> | 211-00-2161.00-000-200000 | ACCRUED WAGES PAYABLE | 0.00 | 0.00 | 0.00 | -1,318.44 |
| <input type="radio"/> | 211-00-2171.00-000-200000 | DUE TO GENERAL FUND 199 | 0.00 | 0.00 | 0.00 | 0.00 |
| <input type="radio"/> | 211-00-2171.00-001-200000 | DUE FROM | 0.00 | 0.00 | 0.00 | 0.00 |
| <input type="radio"/> | 211-00-2171.99-000-200000 | DUE FROM | 0.00 | 0.00 | 0.00 | 0.00 |
| <input type="radio"/> | 211-00-2211.11-000-200000 | ACCRUED FEDERAL DEPOSIT | 0.00 | 0.00 | 0.00 | -102.19 |
| <input type="radio"/> | 211-00-2211.12-000-200000 | ACCRUED FEDERAL CARE | 0.00 | 0.00 | 0.00 | -16.48 |
| <input type="radio"/> | 211-00-2211.14-000-200000 | FICA / MEDICARE ACCRUED | 0.00 | 0.00 | 0.00 | -16.06 |
| <input type="radio"/> | 211-00-2211.16-000-200000 | ACCRUED EXPENSES | 0.00 | 0.00 | 0.00 | -405.01 |
| <input type="radio"/> | 211-00-2211.19-000-200000 | EMPLR TRS CARE ACCRUED | 0.00 | 0.00 | 0.00 | -9.92 |
| <input type="radio"/> | 211-00-4310.00-000-200000 | RESERVE FOR ENCUMBRANCES | 0.00 | 0.00 | 0.00 | 0.00 |
| <input type="radio"/> | 211-00-4310.01-000-200000 | RESERVE FOR ENCUMBRANCES | 0.00 | 0.00 | 0.00 | 0.00 |
| <input type="radio"/> | 211-00-5929.00-000-200000 | TITLE 1, PART A | -8,083.09 | 0.00 | 0.00 | 31,721.91 |
| <input type="radio"/> | 211-11-6119.00-001-224000 | SALARIES | 0.00 | 0.00 | 0.00 | 0.00 |
| <input type="radio"/> | 211-11-6129.00-001-224000 | SALARIES--SUPPORT PERSONNEL | 0.00 | 0.00 | 9,739.87 | -16,501.13 |

Under **Retrieval Options**, select any of the following fields to include/exclude in the inquiry:

Under **Exclusions**:



| Field | Description |
|--|---|
| Exclude Objects 61XX | Select to exclude all object codes that begin with 61. |
| Exclude Accounts with No Transactions | Select to exclude all accounts that do not have associated transactions. Only accounts that have zero balances with account transactions are displayed. |

2026/04/03 11:55


1

Run GL inquiry

Under **Description:**

| | |
|---------------------------|--|
| Reason | Select to display the reason for each account transaction. |
| Vendor Name | Select to display the vendor name for each account transaction. |
| Grant/Project Code | Type a grant/project code, or click  to select a code from the Grant and Project Codes lookup . |
| Account Code | Type an account code for each of the account code components or click  to select a code. Masked account code components (Xs) will retrieve any digit in that account code position. For example, the account mask XXX-XX-63XX-XX-XXX-XXXXXX would pull all grant expenditure amounts for supplies. Encumbrances for student activity fund accounts are displayed in class 2XXX object codes. |

Click **Retrieve** to process the inquiry based on the values selected. The account inquiry results are displayed.

Click  to view a list of transaction details for a specific account. A pop-up window opens with a list of balances and transactions for the selected account.

Grant totals:

The following screenshots provide an example of general ledger inquiries from finance file IDs 1 and C, then a GL inquiry from Grants and Projects to show the combined totals:

File ID 1:

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

211/1

Inquiry > General Ledger Inquiry Finance

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed
 Current Period: 08
 Next Period: 08
 Balance Accounts Only
 Include Fund Totals
 Exclude Objects 61XX

Fund: 211 Func: XX Obj: XXXX Subj: XX Org: XXX Prog: X XX X XX
 Account Code: [211] [XX] [XXXX] [XX] [XXX] [X] [XX] [X] [XX]

First ◀ ▶ Last

Date Run: Inquiry Information for All Accounts Page: 1 of 1
City Dist: ISD File ID: 1
Processed **Current (08)** **Next (08)** 211 XX XXXX XX XXX X XX X XX

| Account Number | Description | Est Revenue/ Appropriation | Encumbrance | Rlzd Revenue/ Expenditure | Balance |
|------------------------------|-------------------------------|-------------------------------|-------------|------------------------------|-----------|
| 211 00 1110 00 000 1 00 0 00 | CASH AND TEMPORARY INVESTMENT | | | | -5,595.72 |
| 211 00 1110 00 001 1 00 0 00 | CASH AND TEMPORARY INVESTMENT | | | | 0.00 |
| 211 00 1242 00 000 1 00 0 00 | DUE FROM FEDERAL AGENCIES | | | | 8,083.09 |
| 211 00 2110 00 000 1 00 0 00 | TRADES PAYABLE 87-88 | | | | 0.00 |
| 211 00 2161 00 000 1 00 0 00 | ACCRUED WAGES PAYBLE | | | | -2,237.52 |
| 211 00 2171 00 000 1 00 0 00 | DUE TO GENERAL FUND 199 | | | | 0.00 |
| 211 00 2171 00 001 1 00 0 00 | DUE TO | | | | 0.00 |

File ID C:

Finance > Inquiry > General Ledger Inquiry > General Ledger Account Summary

211/1

Inquiry > General Ledger Inquiry Finance

GENERAL LEDGER INQUIRY GENERAL LEDGER ACCOUNT SUMMARY EMPLOYEE DISTRIBUTION LIST INQUIRY OVER EXPENDED ACCOUNT SUMMARY

Processed Current Period: 11 Next Period: 12 Balance Accounts Only Include Fund Totals Exclude Objects 61XX

Fund Func Obj Subj Org Prog
 Account Code: 211 XX XXXX XX XXX X XX X XX

Retrieve Reset

Date Run: Inquiry Information for All Accounts
 Cnty Dist: ISD Page: 1 of 1
 Processed Current (11) Next (12) 211 XX XXXX XX XXX X XX X XX File ID: C

| Account Number | Description | Est Revenue/ Appropriation | Encumbrance | Fund Revenue/ Expenditure | Balance |
|------------------------------|-------------------------------|-------------------------------|-------------|------------------------------|-----------|
| 211 00 1110 00 000 2 00 0 00 | CASH AND TEMPORARY INVESTMENT | | | | -5,393.58 |
| 211 00 1110 00 001 2 00 0 00 | CASH AND TEMPORARY INVESTMENT | | | | 0.00 |
| 211 00 2110 00 000 2 00 0 00 | TRADES PAYABLE 87-88 | | | | 0.00 |
| 211 00 2161 00 000 2 00 0 00 | ACCRUED WAGES PAYBLE | | | | -1,318.44 |
| 211 00 2171 00 000 2 00 0 00 | DUE TO GENERAL FUND 199 | | | | 0.00 |
| 211 00 2171 00 001 2 00 0 00 | DUE FROM | | | | 0.00 |
| 211 00 2171 99 000 2 00 0 00 | DUE FROM | | | | 0.00 |

Grants and Projects > Inquiry > GL Inquiry

GL drill-down feature:

From the transaction details pop-up window, click a transaction number to display another pop-up window with a list of the related transactions. The transaction type determines the displayed view.

| Types | Views |
|-----------------------------|--|
| General Journal (GJ) | Accounts Receivable Finance Purchasing Warehouse Inventory - The PO number is not included. Warehouse Restock - The PO number is included. |
| Encumbrances (EN) | Finance Purchasing Warehouse Restock - The PO number is included. |

You can click various transaction numbers and the pop-up window is refreshed with the newly selected transaction data. This functionality prevents you from having to close the pop-up window each time you click a different transaction number.

Example of an encumbrance (EN):

911875 08036 CONSULTING, LLC

Requestor: Originator: Req Nbr: 022383 Date Request: 06-16-2020 Campus/Dept: Vendor Nbr: 08036
 Status: Approved Req Per: 06 Priority: Regular Reason: curriculum PO Nbr: 911875 Vendor Name: CONSULTING, LLC

Comments: Goal CIP 1.1 Title One Money 8th grade US History STAAR focused curriculum 6-16-2020

Requested Items

| Item | Approval Status | Item Status | Catalog Nbr | Item Nbr | Description | Unit of Issue | Unit Price | Quantity | Sub Total | Disc % | Disc Amt | Freight Elg | Freight % | Freight Amt | Total | |
|------|-----------------|-------------|-------------|----------|-------------|---------------|-------------|----------|-----------|--------|----------|-------------|-----------|-------------|----------|----------|
| 001 | Approved | N/A | | | curriculum | BN - Bulk | 2,000.00000 | 1.00 | 2,000.00 | 0.00% | 0.00 | Y | 0.00% | 0.00 | 2,000.00 | |
| | | | | | | | | | | | | | | Totals: | 0.00 | 2,000.00 |

Account Codes

| Item | Account Code | Description | Balance Amt | Pct | Amount |
|---------|--------------|-------------|-------------|-----|--------|
| No Rows | | | | | |

Purchasing Requisition Approval Path

| Sequence | Approval User | Title | Alternate User | Print Name | Status | Date |
|----------|---------------|-------|----------------|------------|--------|------|
| No Rows | | | | | | |

Example of a general journal (GJ):

09 ORBUD MOVE BUDGET TO FINANCE

| Account Code | Account Description | Date | Req/Invc | Reason | Debit(+) | Credit(-) | User ID | |
|---------------------------|--------------------------------|------------|----------|---------------|--------------|---------------|----------------|--|
| 199-00-3700.00-000-000000 | BUDGETARY FUND BALANCE LOCALY | 09-01-2019 | NONE | OPENING ENTRY | 0.00 | -250,567.00 | | |
| 199-00-5711.00-000-000000 | TAXES-CURRENT YEAR LEVY | 09-01-2019 | NONE | OPENING ENTRY | 2,236,905.00 | 0.00 | | |
| 199-00-5712.00-000-000000 | TAXES, PRIOR YEARS | 09-01-2019 | NONE | OPENING ENTRY | 50,000.00 | 0.00 | | |
| 199-00-5719.00-000-000000 | PENALTIES & INT./OTHER TAX REV | 09-01-2019 | NONE | OPENING ENTRY | 20,000.00 | 0.00 | | |
| 199-00-5742.00-000-000000 | DEP-INVESTMENTS | 09-01-2019 | NONE | OPENING ENTRY | 50,000.00 | 0.00 | | |
| 199-00-5744.00-000-000000 | GIFTS & BEQUESTS | 09-01-2019 | NONE | OPENING ENTRY | 3,000.00 | 0.00 | | |
| 199-00-5749.00-000-000000 | MISC. LOCAL REVENUE | 09-01-2019 | NONE | OPENING ENTRY | 30,000.00 | 0.00 | | |
| 199-00-5749.02-000-000000 | CO-OP FEES | 09-01-2019 | NONE | OPENING ENTRY | 27,000.00 | 0.00 | | |
| 199-00-5749.04-000-000000 | LAPTOP COMPUTER FEES | 09-01-2019 | NONE | OPENING ENTRY | 3,000.00 | 0.00 | | |
| 199-00-5749.ER-000-000000 | REFUNDED E-RATE | 09-01-2019 | NONE | OPENING ENTRY | 17,000.00 | 0.00 | | |
| 199-00-5752.01-000-000000 | ATHLETIC RECEIPTS | 09-01-2019 | NONE | OPENING ENTRY | 20,000.00 | 0.00 | | |
| 199-00-5811.00-000-000000 | PER CAPITA APPORTIONMENT | 09-01-2019 | NONE | OPENING ENTRY | 169,778.00 | 0.00 | | |
| 199-00-5812.00-000-000000 | FOUNDATION ENTITLEMENTS | 09-01-2019 | NONE | OPENING ENTRY | 5,317,847.00 | 0.00 | | |
| 199-00-5831.00-000-000000 | TRS ON-BEHALF BENEFIT | 09-01-2019 | NONE | OPENING ENTRY | 329,894.00 | 0.00 | | |
| 199-00-5831.11-000-000000 | MEDICARE PART D | 09-01-2019 | NONE | OPENING ENTRY | 21,000.00 | 0.00 | | |
| 199-00-5931.00-000-000000 | SHARES REVENUE | 09-01-2019 | NONE | OPENING ENTRY | 30,000.00 | 0.00 | | |
| 199-00-8911.00-000-000000 | OPERATING TRANSFERS OUT | 09-01-2019 | NONE | OPENING ENTRY | 0.00 | -55,726.00 | | |
| 199-11-6112.00-001-011000 | SUB TEACHERS | 09-01-2019 | NONE | OPENING ENTRY | 0.00 | -25,000.00 | | |
| 199-11-6112.00-001-022000 | SUB TEACHERS | 09-01-2019 | NONE | OPENING ENTRY | 0.00 | -2,000.00 | | |
| 199-11-6112.00-001-023000 | SUB TEACHERS | 09-01-2019 | NONE | OPENING ENTRY | 0.00 | -200.00 | | |
| | | | | | Fund Total: | 8,325,424.00 | -8,325,424.00 | |
| | | | | | Grand Total: | 11,289,430.00 | -11,289,430.00 | |

Example of a check (CK):

040201 08036 CONSULTING, LLC

| Account Code | Type | Check Date | Reason | Net Expend Amt | Liquidated Amt | Invoice Date | Invoice Nbr | Contra Account Code | Due Date | PO/PA Type | PO/PA Number | Trans Date | Period | User ID | Document |
|---------------------------|----------|------------|------------|----------------|----------------|--------------|-------------|---------------------------|----------|------------|--------------|------------|--------|---------|----------|
| 211-11-6399.00-041-030000 | Computer | 07-02-2020 | curriculum | 2,000.00 | -2,000.00 | -- | 1544 | 211-00-2110.00-000-030000 | -- | O | 911875 | 07-01-2020 | 07 | AREEVES | |
| Check Total: | | | | 2,000.00 | -2,000.00 | | | | | | | | | | |

Click **Cancel** to close the pop-up windows and return to the GL Inquiry tab.

[Review the report.](#)